



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Larry Hogan, Governor - Boyd Rutherford, Lt. Governor - Van Mitchell, Secretary

HEALTH OFFICER MEMORANDUM

DATE: June 25, 2015 **H.O. Memo #15-15**

TO: Health Officers
CRF CPEST Program Directors, Coordinators, and Staff
SAHC CRF Program Directors, Coordinators, and Staff

FROM: Cindy Domingo, Program Manager
Cigarette Restitution Fund Program Unit

RE: CRFP/CPEST Program Progress Reports –End of Year-Fiscal Year (FY) 2015

Attached is the End of Year Progress Report for FY 2015 (See Attachment 1). Programs are required to complete the following components of the Progress Report:

- 1) Narrative Report (See Attachment 1)
- 2) Expenditure Reports with Year to Date Expenditures (See Attachment 2)
- 3) Performance Measure Action Plan (Attachment 3: To be sent on July 15th)

The Performance Measures Action Plan will be sent on July 15, 2015 to allow programs to update data. Each local program is requested to have all of their data (**screening procedures and education activities performed from July 1 2014 – June 30, 2015**) entered in the Client Database (CDB) and Education Database (EDB) **by close of business on Wednesday, 7/8/2015**. The CCPC Surveillance and Evaluation Unit will **run the data on 7/9/2015** for the Performance Measures Action Plan which will include:

- CDB - Screening procedures performed
- EDB - Education activities in Form 1 and Form 2

Please review the instructions for submission below and review all sections I through VII. Note the following information we are requesting as part of the FY15 End of Year Progress Report Template:

- **Affordable Care Act Implementation/Expanded Medicaid/Maryland Health Benefits Exchange:** Please note issues the program, staff, prospective clients and/or enrolled clients have expressed and/or experienced as a result of the programs' implementation.
- **Copy of signed contracts with HSCRC-regulated facilities:** Please provide within 30 days of execution of an agreement, if not previously provided to the Center for Cancer Prevention and Control (CCPC), Cigarette Restitution Fund Programs (CRFPs) Unit.
- **Patient Navigation:** A new component to this Progress Report template is the Patient Navigation information in section I, K. In this section, provide a summary of your program's efforts in implementing Patient Navigation pilot activities in FY15.

Instructions for submission:

1. Below is the reporting period and due dates for Fiscal Year 2014. Information you provide in the End of Year Progress Report should reflect data for the appropriate reporting period below.

FY 2015 Progress Report	Time Period Covered	Due Date to DHMH-CCPC
First Report – Mid-Year	July 1, 2014 – December 31, 2014	January 31, 2015
Second Report – End of Year	January 1, 2015 - June 30, 2015	July 31, 2015

2. Please e-mail three separate documents using the template provided:
 - **Attachment 1:** Progress Report Narrative (as a Word File)
 - **Attachment 2:** Expenditure Report (Submit your up to date Budget Summary (Att. 6A) to include your current grant award information and up to date expenditures)
 - **Attachment 3:** Performance Measure Action Plan (the completed Performance Measure will be sent to you separately with your Action Plan and data, as an Excel File).
3. You may add any additional files as attachments (PDF scanned into electronic format, etc.).
4. Please submit your Progress Report to Cindy Domingo at Cindy.Domingo@Maryland.gov with a cc: to Dwayne Selph at Dwayne.Selph@Maryland.gov.

Thank you in advance for providing these Progress Reports of FY 2015 activities! If you have any questions about the above guidance, please do not hesitate to contact your lead contact at CCPC, CRFPs Unit or Cindy Domingo, Program Manager, CRFPs Unit, at 410-767-5123.

cc: Michelle Spencer/Donna Gugel
Courtney Lewis/Sarah Hokenmaier
File

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